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ABSTRACT

This report describes the initiation, development, and institution of a series of activities relating to the use of child care programs in identifying, reporting, and treating child abuse victims. Events leading up to the proposal submitted by Children's Services of Morris County, New Jersey, a private nonprofit organization providing various child care services, to the Geraldine R. Dodge Foundation are outlined in chapter I. Chapter II illustrates efforts to build a national caregiver network of programs using family day care as part of a child protective system. Chapter III describes the pilot training program designed for family day care providers in the Morris County Family Day Care Program and for the social workers in the Morris County District Office of the New Jersey Division of Youth and Family Services. In chapter IV, a 1-day conference on child care/child abuse is described, and emphasis is given to the advantages of using many community resources in order to produce such an event. Finally, chapter V offers conclusions and recommendations. Fifteen appendices, consisting of related materials and a selected bibliography complete the report. (Author/RH)

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CHILDCARE/CHILD ABUSE:

THE FINAL REPORT OF THE DODGE PROJECT

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BY

EDNA RUNNELS RANCK, ED.M

FOR

CHILDREN'S SERVICES OF MORRIS COUNTY

CHILD CARE/CHILD ABUSE:

The Final Report of the Dodge Project

by

Edna Runnels Ranck, Ed.M.

A Project funded by grants from the Geraldine R. Dodge Foundation and from the New Jersey Division of Youth and Family Services to explore the ways in which child care programs can serve to identify, report, and treat child abuse and neglect.

Children's Services of Morris County
95 Mt. Kemble Avenue
Morristown, New Jersey 07960

1984

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CONTENTS

Abstract i

Foreword ii

Appreciation iv

Dedication iv

Definitions v

Epigraph vii

Chapter I: Project Background Information 1

Chapter II: Family Day Care Programs as Child Protective Services 9

Chapter III: Specialized Family Day Care Training 13

Chapter IV: A Regional Conference on Child Care/ Child Abuse 17

Chapter V: Conclusions and Recommendations 30

Appendices A. through O. 35

Selected Bibliography ..... Following Appendices

CHARTS

Chart 1 21

Chart 2 31

Abstract

The Report of the Dodge Project describes the initiation, development, and institution of a series of activities relating to using child care programs in identifying, reporting, and treating child abuse victims. Children's Services of Morris County (CSMC), a private, non-profit organization providing various child care services in the Morris County area of New Jersey, submitted a proposal to the Geraldine R. Dodge Foundation, Morristown, New Jersey, in April, 1983, that would accomplish four things: (1) identify programs throughout the United States that use family day care (FDC) for children under protectives services. This included presentations at two national conferences: the Child Care Workers' National Conference, Toronto, in June 1983, and the National Association for the Education of Young Children, Atlanta, in November, 1983. (2) design and implement training programs for FDC providers in Morris County and for social workers in the Morris County District Office of the state Division of Youth and Family Services (DYFS); (3) sponsor a one-day conference addressing the issues involved in child care and child abuse; and (4) to write a report of the Project.

FOREWORD

George J. Albanese
Commissioner
Department of Human Services
State of New Jersey

The Foreword is adapted from a letter sent by Commissioner Albanese to the conference on Child Care/Child Abuse on May 16, 1984.*

I am pleased to have the opportunity to comment on two extremely timely issues -- child care and child abuse -- which are of vital concern to all of us, as citizens, as members of the child care community, as professionals concerned about children, and as child advocates and parents. The issues of child care and child abuse are linked. The child care system provides one of the earliest lines of contact with thousands of children in child care centers, Head Start programs, and family day care setting across the state.

Child care programs have staff trained to recognize the growth and learning needs of children. They are aware that the learning process is inhibited when family stress exists, and therefore, constitute a valuable resource for identifying the signs of possible mistreatment of children or neglectful parenting.

It is the prevention of abuse, rather than intervention after there has been irreversible harm, that is the current focus of the New Jersey Department of Human Services and its Division of Youth and Family Services (DYFS). DYFS has initiated new prevention programs which assist in early identification and intervention, and which provide appropriate services to families. Our objective is to maintain the integrity of the family unit whenever possible by drawing upon the resources of the family and the community.

Consistent with this philosophy of community-based services, Governor Thomas H. Kean's Task Force on Child Abuse and Neglect has set as its priorities the following:

- Studying the problem of child abuse in New Jersey and making recommendations for corrective action;
- Mobilizing citizens and community agencies in a strong prevention-oriented, proactive effort to address child abuse, and
- Developing mechanisms to facilitate early detection and appropriate services to the victims of child abuse and their families, and fostering cooperative working relationships between responsible agencies.

The Task Force is bringing together persons from all sectors of the community including: local child services organizations, health and educational agencies, the courts, business and labor unions, religious organizations, child advocacy groups, and State, County or Municipal departments. We all want to work in partnership towards child abuse prevention. Child care professionals will be an important part of the partnership among agencies at the community level. They can make valuable contributions because of their access to children and parents, their valuable services, and their linkages with other community institutions such as health care and the public schools.

We know that the child care community is concerned about abuse; I commend the interest in this vital issue and I expect to work in the future with recommendations made to help alleviate this pervasive problem in New Jersey.

---

* For detailed information on the conference refer to Chapter IV and to Appendices M, N, and O.

APPRECIATION

Many persons contributed to this Project; if I can mention only a few of them, those whose efforts appear to go unsung know of their part of it:

...to Joan Schroeder, Cindy Parks, and Robert Williamson, all of whom served as Manager of the Morris County District Office of the NJ Division of Youth & Family Services during my five years as Executive Director of Children's Services of Morris County (CSMC). Bob has been especially helpful as Secretary of the Board of Trustees, and as presenter during Family Day Care Training Programs.

...to Elizabeth Lehmann who as Morris County Representative of the NJ Department of Human Services engineered the initial Agreement between the District Office and CSMC.

...to Suzanne Pecheur and Kimberly Rossbach who served terms as CSMC President during the time of the Project.

...to the CSMC staff: Charlotte McBeth, Bookkeeper/Administrative Assistant; Monica Serao, Secretary; Kathy Portilla, Coordinator of the Warren County FDC Project; Delores Hadam, Morris County FDC Home Visitor; and especially Kathy Ross who served with me as Co-directors in 1980-1981 when things were financially tight, and who returned to become the first Employer Supported Child Care Resource and Referral Project Director.

...and to my husband, Martin Fleischer, whose willing support and innumerable cups of coffee helped make the writing of the Final Report go easier.

Madison, New Jersey
July 1984

DEDICATION

To the children whom I have known best and who represent all children for whom we would make a happier, healtier, safer world:

...my sons Matthew, Christopher, and Joshua Duggan;

...my stepdaughters Christina Ranck Cervantez and Laura Ranck;

...my stepgrandchildren Michael Cervantez and Jacqueline Gara.

Definitions

Child abuse/neglect: The Congress of the United States passed the Child Abuse Prevention and Treatment Act, P.L. 93-247, in 1974. This Act defines child abuse and neglect as "the physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of eighteen by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby." Note: More detailed definitions are given in Child abuse and neglect: The problem and its management, vol 1, An overview of the problem. DHEW Publication No. (OHD) 75-30073).

Child care: All fifty of the United States define child care by determination of the ages of the children, the number of children enrolled, and the hours in which they are in care. In this Report child care is out-of-home, non-residential care of children while parents are employed, attending school, or in some way absent for part of the day or night. Child care falls into categories of center-based programs, home-based programs (Family Day Care), nursery schools, and in-home care. Centers enroll large groups of children and are licensed by the state; fulltime (all-day, year-round) programs are usually called child care centers or day care centers. Family Day Care (FDC) homes enroll a small group of children, usually 5-7, and are located in the provider's own home. FDC homes may be licensed, registered, certified; some are spon-

sored by organizations, others are part of a FDC association. Nursery schools also come under state licensing laws and vary from full-time programs by the length of hours of service and by the tradition of maintaining the annual schedule of the local public school district. Some programs offer sessions for fulltime and parttime students.

Division of Youth and Family Services (DYFS): In each state responsibility for receiving and investigating child abuse and neglect reports is placed with a specific office. In New Jersey DYFS, a division within the Department of Human Services, has county district offices staffed with personnel who are mandated to investigate reports within specified time frames. Child care personnel in all states should be familiar with their state laws about child abuse reporting and should know staff members of the agency responsible for handling such reports.

Various government agencies and private organizations exist to provide information and educational programs to early childhood educators and administrators. Child care personnel should provide ongoing in-service training about child abuse and neglect for staff members and should make available similar programs for parents of young children. Lists of New Jersey programs and of typical kinds of service organizations are given in Appendix O. Also see the Selected Bibliography.

There are many ways to combat the problem of child abuse. Informing ourselves as parents and urging our legislators to pass strong laws for operating child care facilities are a good place to begin.

But they're no place to stop.

-- Fran Wood,
Perspective.
Morris County (NJ)
DAILY RECORD,
April 19, 1984

Chapter I

PROJECT BACKGROUND INFORMATION

Introduction

Among the many changes in cultural values affecting the modern family are two that particularly relate to children: first, that more children at increasingly younger ages are being cared for outside the home by persons unrelated to them; and second, that many children are exposed to destructively abusive and neglectful behaviors, often at the hands of family members and friends. In the former case the historically private family chooses to expand its responsibility of raising the children and to include others in the on-going care and education that young children need. In the process the educators and caregivers of the children inherit access into the family, becoming in many cases a significant part of the childrearing process. Where family relationships falter, especially in cases of child abuse or neglect, the child caregiver/educator may become the first person to identify the problem, even the one to report it to the proper authorities. Beyond this process, the child caregiver/educator may become involved in the treatment team that seeks to rehabilitate and to educate the family about appropriate childrearing practices.

Child caregivers/educators who are unprepared for instances of child abuse/neglect develop problems that make it difficult

for the child to receive immediate help. Even well-educated child caregivers/educators may have to overcome a fear of an unknown and frightening experience; to be aware of anger against the abusing/neglecting parent or other adult; to admit the existence of a child's sexuality; and then to become a role model for parents, to develop therapeutic skills and techniques; and to identify and utilize available community resources.

Family Day Care (FDC) providers must risk taking the chance of enrolling a child who may be abused or neglected; for them working alone in their own home raises the issues named above relating to center-based programs and others as well; will parents who are reported retaliate in some fashion? Can a FDC provider who is capable but not a professional teacher deal appropriately with abused/neglected children? Other questions are raised if the FDC provider is affiliated with a FDC system that offers child care placement to state-referred abused/neglected children: to what extent is a provider required to take a child? What if the payment schedule differs from the amount paid by non-referred parents? Can the FDC provider handle an acting-out child or one whose needs for affection and attention are insatiable?

The Dodge Project, named for the Foundation that was its primary sponsor, was a special effort of Children's Services of Morris County (CSMC) in New Jersey to research these and related questions about child care and child abuse. The goals of the Dodge Project and the objectives and activities carried

out to meet them are are described in this Final Report. Events leading up to the proposal submitted to the Geraldine R. Dodge Foundation in 1983 are outlined in this chapter, while Chapter II illustrates efforts to build a national caregiver network of programs using family day care as part of a child protective system. Chapter III describes the pilot training program designed for family day care providers in the Morris County Family Day Care Program, and for the social workers in the Morris County District Office of the New Jersey Division of Youth and Family Services (DYFS). In Chapter IV the one-day conference on child care/child abuse is presented as a model of such an event, and stresses the necessity and advantages of using many community resources in order to produce it. The final chapter offers conclusions and recommendations. Appendices and a Selected Bibliography complete the Report.

Toward the end of the Dodge Project an additional grant from DYFS was awarded Children's Services of Morris County, making possible the printing of the Final Report in its present form.

Children's Services of Morris County (CSMC)

Since 1972 CSMC, a private, non-profit organization directed by a volunteer Board of Trustees, has provided a variety of child care services to the residents and employees of the Morris County area of northern New Jersey. At the present time its major programs include the Morris County Family Day Care Program; the Warren County Family Day Care Project; child care resource and referral services; technical assistance to home- and center-based programs; consultations to educators, human service professionals, employers, and government policymakers; and educational programs including college courses, conferences, and seminars.

CSMC began sponsoring Family Day Care (FDC) homes in 1977, and in 1984 initiated the FDC project in Warren County. Providers care for no more than five children at any one time and submit references, health statements, and a description of their proposed FDC program. Preservice and inservice training cover topics relevant to caregiving: child development, discipline, art and cooking activities, storytelling, caring for at-risk children, parent policies, business records and taxes, and especially nutrition. CSMC is the primary sponsor of the Child Care Food Program (CCFP), part of the U.S. Department of Agriculture, which reimburses FDC providers for some of their meal costs and contributes to the administrative costs of training and monitoring the program. Initial plans to contract with CCFP met with difficulty since New Jersey does not have standards or regulations for FDC. Only the Division of Youth

and Family Services (DYFS) maintains standards for its FDC homes which it uses for children from abusive or neglectful families. Such homes would be considered approved homes by the CCFP since they come under the jurisdiction of a government agency. A FDC Program description is in Appendix A.

Morris County District Office (DO) of DYFS

With the assistance of a Department of Human Services (DHS) staff member and with the cooperation of the Morris County DO Manager, a written Agreement was drafted and signed by both CSMC and the DO. The Agreement solved several problems for both agencies: DO staff could have access to the sponsored FDC homes in the Morris County Program and could save time seeking appropriate FDC locations; and CSMC would have the necessary government approval to participate in the CCFP. A copy of the Agreement is in Appendix B.

The initial DO referrals were handled somewhat routinely; the number of referrals was not unusually large and the FDC providers were willing to take on the responsibility of caring for special children at the rate of $.56 per hour for a 40-hour week. Normal rates at the time ran about $1.25 per hour or $50.00 per week. Since the FDC provider was limited in the number of children enrolled caring for a DYFS-referred child could and in a few cases did cause a hardship. Meal reimbursement was considered a trade-off in that the CCFP covered most of the food costs of the provider. At the end of 1983 just when federal budget cuts were affecting the rate of meal reimbursement to FDC providers, the State of New Jersey

initiated payments of $1.00 per hour with no ceiling on the number of hours of child care. Especially difficult children receive a higher payment rate.

The DYFS payment rate was the least of the problems as it turned out. For several reasons including staff shortages in both agencies the providers began to suffer the effects of working with children with problems. Without sufficient support from the professionals FDC providers began burning out. To alleviate this problem and to prevent future occurences several steps were taken during the middle of 1982:

1. a DYFS DO Staff member was recruited by the CSMC Board of Trustees.
2. a DYFS DO Staff member was invited to participate in both preservice and inservice training programs .
3. proposals for workshops on FDC as a child protective service were submitted to and accepted by two national conferences - the National Child Care Workers' Conference (Canada) in Toronto in June 1983, and the National Association for the Education of Young Children (NAEYC) (United States) in Atlanta in November 1983.*

CSMC and the DYFS DO both recognized the need for additional efforts in dealing with the problems inherent in asking FDC providers to care for at-risk children. In the Spring of 1983 CSMC received a grant to fund basic research in several aspects of using child care in general and FDC in particular. The Geraldine R. Dodge Foundation recognized the timeliness of the request and provided 90% of the amount requested. In early 1984 a minigrant from DYFS made up the remainder.

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*The results of the Dodge Project will be presented at the Fifth International Congress on Child Abuse/ Neglect in Montreal in September 1984.

The Dodge Child Care/Child Abuse Project

The original proposal for the grant from the Geraldine R. Dodge Foundation outlined in Appendix E listed four goals:

1. to identify programs throughout the country as well as in Canada that use family day care as a child protective service.

2. to offer training to Morris County family day care providers as part of preservice and inservice training, and to provide special seminars for both providers and staff members of the Morris County District Office (DO) of the Division of Youth and Family Services (DYFS).

3. to sponsor a one-day regional conference on child care and child abuse.

4. to write a final report that could be useful to others in the child care field and to those responsible for handling child abuse cases.

As the Project evolved it benefitted from the publicity garnered by the television program "Something About Amelia" shown in the New York Metropolitan area on January 9, 1984; by the Newsweek cover story of May 14, 1984; national incidents involving child care personnel in commiting child abuse; and by the television presentation of "The Child Molesters" on New York's WNEW-TV/Channel 4 on June 24, 1984.

Each of the four goals are discussed in detail in subsequent chapters of this Report. Special recognition of the combined efforts of several community resources needs to be noted; CSMC received the Dodge Foundation grant, but without the resources available in the development of the Project, it could not have accomplished its goals. The resources included the New Jersey Chapter of the National Committee for Prevention of Child Abuse; the New Jersey Department of Human Services/ Division of Youth and Family Services/Morris County District

Office; the Junior League of Morristown; the Association for Children of New Jersey; the Morris County Directors' Association; St. Clare's Hospital/Community Mental Health Center; the Mendham Child Development Center; The Allied Corporation; Bell Laboratories, Whippany; the Family Enrichment Program/Morristown Memorial Hospital; the Children's Repertory Company; the New Jersey Self-help Clearinghouse; the Morris Area Girl Scout Council; Family Services of Morris County; the Morris County Daily Record; the Newark Star-Ledger; the Randolph Reporter; and the Board, staff, volunteers, and FDC providers of CSMC. The contributions from these agencies, organizations, and individuals combined to prove the need for information about child care and child abuse, and produced some solutions to meet that need.

With the writing of the Final Report the Dodge Project officially comes to an end; however the efforts described here will inspire others to initiate or to continue work using child care programs as part of child protective services; to identify and implement imaginative coordination of community efforts to reduce child abuse and neglect and to encourage child care programs to offer quality developmental services for children and families; and to educate parents and educators about specific learning styles and the normative developmental stages of young children.

Chapter II

FAMILY DAY CARE as a CHILD PROTECTIVE SERVICE

Through correspondence within an existing child care network, a mailed questionnaire, and two national conference workshops, Family Day Care (FDC) Programs were identified that offer child protective services. The partial list found in Appendix H should be considered as a starting point from which other programs will be identified.

It is no surprise that the most notable thing about the programs is their diversity; no one program was quite like the other for each had apparently grown out of the specfic needs of the community and state in which it operated. It seems unlikely that a program could be adopted outright by another locale; rather the useful road to take would be to adapt and to modify. FDC programs like other human services and educational institutions evolve out of their communities, but not to such an extent that they develop with blinders, as though existing in a vacuum.

Local FDC programs providing child protective services cannot operate outside of the context in which they exist; child caregivers/educators in any child care program must actively seek out and use other agencies and organizations in order to deliver the necessary services to children in need. These may be agencies and organizations that do not

(9)

perceive themselves as primary givers of protective services; and yet as children come into increasing contact with public programs, ultimately a team approach whether overt or informal may be the best answer to questions concerning delivery of human services to children and families.

The Project identified several useful strategies to bring persons from different disciplines together as well as a comprehensive list of community agencies and organizations that can be incorporated into programs that meet needs of abused/neglected children. In part these strategies work toward eliminating barriers between and among various human service agencies.

Strategies

1. Cooperative ventures between and among agencies that lead to training sessions, seminars, news articles, conferences, printed materials, and referrals reduce the fear of some agencies, particularly the government office mandated with investigating child abuse reports. Apprehension about government interference or the shadow of a past case badly handled hampers effective interaction between the agencies.

2. Membership in local, county, and regional professional organizations permits informal meeting and opportunities to work on committees.

3. Information sharing between and among agencies prior to crisis events makes handling the emergency more constuctive and therefore more productive.

List of Agencies, Organizations, and Resources

Within the ongoing public relations that are a part of every human service and educational institution are built the trust and knowledge on which the professionals operate both in daily activities and in emergency situations. Child care programs in particular must identify relevant organizations and resources in their communities; they are responsible for the welfare and development of young children and they must work cooperatively with parents whose children they care for. The following list indicates types of services and resources that should be known by all child care programs:

1. the state office/local branch authorized to handle all reports of child abuse/neglect
2. the county/city office/s frequently involved with child abuse cases
3. child care programs - coordinating offices, center-based programs, FDC programs, preschools, before/after-school programs, church and employer-supported programs, programs serving special needs children, summer camps, private/public school classes for preschool children.
4. public education resources - county/superintendent's staff, principals, PTAs, school nurses, child study teams, teachers, resource centers
5. religious organizations
6. public libraries
7. community service programs - Boy and Girl Scout Councils, Big Brother/Big Sisters, Junior Leagues, men's and women's clubs, Y programs, domestic abuse shelters
8. police departments
9. medical professionals
10. community mental health centers
11. Family Services America affiliates
12. local, state, regional advocacy groups for children
13. members of the press
14. members of the corporate community, Chambers of Commerce
15. municipal, county, state, federal elected and appointed officials
16. public and private funding sources

17. local chapter of the National Committee for Prevention of Child Abuse (check the telephone directory)
18. local chapters of the National Association for the Education of Young Children (NAEYC) (for names of local officials contact a preschool program)

If modest efforts bring together the names listed in Appendix H. consider the potential reservoir of resources available as this topic is pursued. Networking, so important to human service and educational professionals, is essential for those working in the demanding fields of child care and child abuse/neglect.

Note: Attention is called to Appendices F, G, and H.

Chapter III

SPECIALIZED FAMILY DAY CARE TRAINING

Caring for other people's children in one's own home requires training applicable to all child caregivers as well as information focusing on unique aspects of being a FDC provider. Among the special topics to be covered are business and tax record information, parent policies, and especially confronting issues pertaining to the at-risk child involved in some way with abuse and neglect. The provider must know the responsibilities regarding identifying and reporting child abuse/neglect cases in the state and be aware of potential liabilities, and also be familiar with the kinds of support that will come from the FDC sponsoring agency or association and from the state agency investigating the report of abuse or neglect. In most programs this is done through preservice and inservice training sessions and on occasion through special education programs.

Preservice Training

Initial training of the FDC provider begins with the initial inquiry from the prospective provider and continues through the home assessment interview; it is specifically addressed during the preservice training program when a presentation by a person familiar with the state's requirements meets with the providers to share information, including written materials, and to answer any and all questions.

(13)

It is at this time that current data on child abuse/neglect can be offered and that specific provider concerns can be addressed. In the summary of questionnaire information from FDC providers (see Appendix J) it was noted that family day care providers needed to be considered as part of the professional child care team; that more information needed to be shared at the initial contacts with prospective providers; that providers needed to be encouraged to ask about child abuse as the need to ask occurred; and that a stronger support system is needed when FDC providers care for DYFS-referred children.

Inservice Training

Followup information offered periodically throughout the year in the form of speaking engagements and written materials will keep providers up-to-date and prevent them from losing touch in this particularly stressful relationship. A system of feedback from providers to agencies should be set up in a formal way rather than left to chance, and the agency staffs should be encouraged to develop ways in which their work of intake and referral will meet children's needs as well as those of the providers and their families.

Seminars for FDC Providers and District Office Staff

As part of the Project involved strengthening training for FDC providers a pilot series of seminars was designed and presented to the FDC providers in the Morris County Program and to the social workers in the Morris County District Office. Appendices K and L as well as I and J

pertain to this phase of the Project. The basic goals of the seminars were to bring FDC providers together with DYFS social workers, and to have them share a common body of knowledge about child abuse/neglect as well as information about the work of each group. The strategies used to develop the seminars considered all possible contingencies so that as many providers and social workers as possible would be able to participate in them.

Ownership - key District Office (DO) staff worked with CSMC staff in designing the seminars: a prominent speaker from the child abuse/neglect treatment discipline with a knowledge of child care services was invited to present the same material at each of three seminars; the seminars were held at the DO with its adequate parking, central geographical location, and large conference room, thus allowing the social workers access to telephone in case of emergency and at the same time offering the FDC providers a professional day away from home; representatives from the providers and the social workers were invited to present descriptive information about the work that they perform.

Consideration of participants - to make the seminar groups manageable three identical meetings were scheduled over a three-week period on three different days of the week, avoiding Mondays and Fridays. The seminars began at 9 a.m. and ended at 2 p.m., honoring afterschool schedules and avoiding afternoon traffic congestion. Coffee was available through-

out the day, and fruit and dessert were provided at lunch. Because the seminars were scheduled during January and February, a snow date was reserved; it was not used. Providers' substitute child care costs were covered, and each selected the day of choice.

Results - Nearly all of the seventy-five evaluations indicated positive responses. Providers and social workers as well as CSMC staff members met together, in most cases for the first time. Referral calls from the DO are more comfortable and written instructions have been distributed (See Appendices C and D). DO staff have a clearer perception of what a FDC provider is and does, and the providers have increased understanding about the constraints of a social worker's job. At some time in the future, perhaps after a certain amount of staff turnover in both agencies a similar series of seminars will be presented, building on the experiences of the pilot program.

Chapter IV

A REGIONAL CONFERENCE on CHILD CARE/CHILD ABUSE

Someone once referred to a conference as a "con job:" content, contacts, and continuity. And it is true. The time and energy invested in a conference provide dividends that last long after the final gavel. There are the general goals that pertain to any conference and there are goals specific to the conference being planned. The regional one-day conference on child care and child abuse was designed to meet both sets of goals.

General Conference Goals

1. to identify and address the subject of the conference.
2. to gather materials or to produce materials pertinent to the topic.
3. to recruit speakers who know the topic and who meet the leadership skills required - public speaking, teaching, group leadership, etc.
4. to alert the related professions of current levels of information on the topic.
5. to alert the public in general about issues addressed by the topic.
6. to provide a public forum for information-sharing, discussion, or planning, and during which persons are able to meet.
7. to enable groups with similar interests to work together on a common project.
8. to produce a written report, a bibliography, and a list of conference participants.

(17)

The conference planning assumed that many persons who work with young children do not have background information or training to deal with child abuse and neglect. Regardless of educational levels, classroom personnel present a mixed set of levels of awareness about the issues attending the subject. Most are ignorant out of lack of exposure to situations of child abuse and neglect, some are fearful of dealing with the topic and the situations that could arise, and others who may hear or see things in classrooms just don't know that they should respond, much less how. With a rise in child care usage by many families of all socio-economic backgrounds, and with the publicity attending recent events involving child care personnel in actual acts of child abuse, a conference on the topic seemed appropriate and timely.

Specific Conference Goals

1. to inform educators and caregivers of young children about symptoms of child abuse; about methods of reporting it; and about working with young children who have been abused.
2. to inform educators and caregivers of young children about persons and services available to them to help with work with young at-risk children.
3. to provide a public forum in which persons from different but related disciplines could come together in order to participate in a program on child care and child abuse.

The conference planning assumed that early educators and caregivers should be part of the team effort needed to identify and report child abuse, and especially involved in the

ongoing treatment of at-risk children. Therefore in addition to learning more about the reasons for child abuse and neglect, these educators also need to know the procedures in reporting, and to know the persons to whom they are talking. They need to know the various human and educational services avai able to them in their community or county, and to have the skills to participate in the development of ongoing services and systems. Committee planners, knowing that educators and caregivers may not recognize covert signs of child abuse, and knowing, too, that they may be fearful of reporting only what they suspect, designed the conference to address the initial aspects of these issues. Materials and resource lists were made available for follow-up work in their own community and program.

The final result of the conference planning was a one-day conference held in the Headquarters of The Allied Corporation, Morris Township, New Jersey, on Wednesday, May 16, 1984. Attended by nearly 200 persons from ten New Jersey counties and two other states, it brought together representatives from local, county, state, and federal government agencies; early education programs (Head Starts, child care centers, nursery schools, family day care providers);mental health centers, the public schools, the medical profession, police departments, social work, and children's advocates. Behind the day of the conference were months of planning, organizing, and publicizing. What began as a brief item in a grant proposal eventually emerged into a full-blown event.

Advance Organization

A successful conference draws on the months of collaborative efforts given by the sponsors and committee members who supervise the staff personnel, the volunteers, the presenters, and members of related organizations. Planning for the May conference began seriously in early November; speakers were confirmed by mid-March; and the brochure was sent out early in April. The information in Chart 1 (next page) is shown as general information pertinent to any conference and as specific information as it applied to the May 16th conference on child care and child abuse.* The text of the Report continues following the six pages of Chart 1 - Conference Planning and Implementation.

*A person or organization planning to give a conference without prior experience should consult a guide on conference planning as well as recruit a paid or volunteer conference coordinator.

Chart 1

CONFERENCE PLANNING AND IMPLEMENTATION

General Statement	Specifc Application
1. Select general topic of conference.	1. While the proposal focused on using Family Day Care for at-risk children, the conference itself broadened its topic to include child care programs in general.
2. Target the audience in terms of profession, job level, and geography.	2. Professions identified were education, mental health, medicine, child care providers, and social work as well as parents and child advocates. Teachers and administrators, nurses, therapists, social workers, and pediatricians were invited. The northern counties of New Jersey were identified; however persons came from twice that number of counties.
3. Select the title so that a few words catch people's attention and summarize the conference theme.	3. The title chosen, "Child Care/Child Abuse: Identifying, Reporting, and Teaching Young At-risk Children," sought to reach persons in child care programs as well as others who would be working with them in treating abused and neglected children.
4. Select the day of the week. A weekday or a weekend affects attendance, as does hav- the conference on a Monday or Friday or on a day immediately following a major holiday. The date should be chosen in conjunction with the site and with any key speaker you are trying to attract.	4. Because professionals were the target population, the Conference was held on a weekday, a Wednesday. It was picked in early November to come after the host's Annual meeting and after the Conference Organizer returned from an out-of-town April conference. The date was held tentatively until the keynote speaker, a state Senator, was confirmed.
5. Select the day of the month to avoid conflict with other professional meetings.	5. The sixteenth was chosen as a reasonable date following those cited in #4.
6. Decide the length of the conference.	6. Experience has shown that half-day conferences do not give sufficient time to cover the topic; conferences scheduled for two or more days involve extra details of organization that the Planning Committee could not accommodate.

(21)

Chart 1, continued

7. Decide on a tentative schedule with time segments and revise as the conference falls into place.	7. The original plan to have a plenary session followed by small group seminars was changed because of the lack of separate rooms at the site. The final plan presented all the information to all participants in an auditorium. Speakers for the most part the podium while the theatre group used the stage.
8. Site selection is essential to the success of a conference: consider geographical location and transportation access; parking; security; food arrangements for coffee and lunch; the size of the room; registration space; coat space (winter); small rooms; media equipment if needed.	8. The Allied Corporation, Morris Township, NJ, hosted the conference; it is centrally located and easily accessible from major highways. It has adequate parking and a 200-seat auditorium, as well as a cafeteria in which participants could purchase a reasonably-priced meal. Allied provided coffee and pastries throughout the morning session.
9. Select one or more co-sponsors and recruit associate sponsors in order to expand the pool of possible participants and to obtain expertise not available in the primary sponsor. Since ownership of the conference is important to its success, determine as early as possible the responsibilities of each participating organization. Recruit volunteers.	9. To gain expertise in child abuse the NJ Chapter of the National Committee for Prevention of Child Abuse was asked to co-sponsor - they provided information on speakers and materials and provided one of the speakers and a booklet/poster display. Associates were the Assoc. for Children of NJ, the Directors' Association of Morris County, the Junior League of Morristown, and St. Clare's Hospital Community Mental Health Center. See Appendix M for addresses. Volunteers assisted with the plans, contacted interested groups, compiled packets, and helped with registration.
10. Invite a prominent political or professional person to keynote the conference. A second balancing speaker can give a luncheon address if appropriate. Contact these people as early as possible. Give them a general theme and an approximate time frame in which to speak.	10. The conference was keynoted by the Hon. Leanna Brown, a NJ State Senator with strong roots in Morris County and with a commitment to children and families.

Chart 1, continued

11. Select and arrange for a primary professional presentation - a noted speaker, a suitable film, or other presentation, something that will attract participants by offering professional substance.	11. The conference was highlighted by a presentation of "Bubbylonian Encounter" by the Children's Repertory Company, Drexel Hill, Pennsylvania. This nationally recognized and professionally produced drama is usually given before children to educate them about child sexual abuse. When presented for adults, the theater group spends time afterwards explaining the purposes of the dramatization.
12. Recruit presenters for each sub-topic in order to expand on information presented by the highlight contributions. Contact them early, be specific about their topic (describing the context of their part); and let them know how much time they will have. Indicate the approximate time of day they will speak. Send written confirmation with a conference brochure and travel instructions. Indicate if there will be an honorarium and travel expenses. Besure of their names and titles. Request a copy of a biographical statement.	12. Names and titles of conference speakers are listed in the conference program in Appendix M. The general guideline in selecting them was their specific expertise and their place in the community - government and corporate persons as well as persons from different disciplines were included.
13. Recruit persons to introduce speakers. Send copies of the bios to appropriate one.	13. Members of the sponsoring organizations were asked to introduce speakers. This should be done as early as possible and a backup person should be available.
14. Compile the address list and arrange for labels and postage. Use existing mailing lists, membership lists, and community directories.	14. Labels of licensed child care programs in the six northern region counties were obtained from the state Bureau of Licensing. Volunteers in a community health center affixed the labels.
15. Draft and write the registration brochure. Allow sufficient printing time and proof twice, preferably by two different people. Print 20% more than you think you will need for persons who are not pre-registered and for future publicity.	15. The volunteer pre-conference coordinator drafted the brochure which in its final form was printed on green legal-size paper and quadruple folded by the printer. Space was provided for mailing address and for a registration form.

Chart 1, continued

16. Mail conference registration brochures about 4-5 weeks ahead of the date. Sending them out too early means they get lost or forgotten; enough time must be allowed for those with busy schedules or those whom must make substitute arrangements in their jobs.	16. The bulk of the brochures were sent out at the end of the first week in April. Another 25% went out within the next week to ten days.
Advance notice of the conference should go to those organizations that have newsletters.	Advance notice was sent to the state and one local chapter of the National Association for the Education of Young Children, to the NJ Department of Human Services, the Morris County PTA Association, and to Day Care Information Services, a national newsletter. Association for Children in New Jersey printed a notice in their newsletter.
17. Write and distribute press releases according to the time schedules required by the news media of your area. Conference planners should be familiar with securing publicity or recruit a volunteer or paid person to assist with this	17. Although press releases were sent to the press several months in advance, we had difficulty in getting advance publicity for the conference. This was especially puzzling because of the concurrent emphasis on child abuse in various media. It was pointed out later on that this might have been the problem, since media provide a balanced presentation of many kinds of news.
18. Request a reporter and photographer from each appropriate newspaper. Send a brochure with each mail contact with the newspaper.	18. Reporters from three papers covered the conference: the Newark Star-Ledger, a regional paper; the Daily Record which covers Morris and eastern Warren Counties; and the Randolph Reporter, one of a chain of local weeklies. Each paper published an account of the conference in the next subsequent issue.
19. Select and order print materials for distribution to conference participants. If articles are used, arrange to have them copied in bulk, paying attention to credits and copyright laws; and select a pocket folder in which to place materials. Plain	19. In addition to pertinent brochures and booklets, two articles from journals were copied by Bell Laboratories, Whippany, NJ, and lists were compiled of local resources. See Appendices N and O. Peel-off labels were printed and affixed to pocket folders; a small pencil and extra paper was included.

folders can be printed or peel-off labels can be used. Include an extra pencil or pen and extra paper. Obtain contributions of pencils and paper if possible.	
Give the persons compiling the packets sufficient time. Plan for extra printings if the materials run out. Estimate high - left-over packets can be sent to persons unable to attend or in some cases sold at a moderate price.	The son of one of the committee members received credit towards a Boy Scout badge for compiling the packets. Some materials ran out and copies were sent out after the conference.
20. Print the program just prior to compiling the packets. Order 25% extra for persons who do not pre-register; for persons unable to attend the conference; and for publicity. Save the originals for several months in case of the need for extra copies. With a lot of volunteers collating and stapling can be done in-house; otherwise have the printer do it.	20. The original program copy was used to print Appendix M. The printer collated and stapled the programs.
21. Develop a system for recording advance mail registrations and for depositing fees. Ask one person to be in charge of advance registration. Plan a system to take telephone registrations, keeping track of fee payment. Decide in advance and indicate on the registration if you will accept company and agency vouchers.	21. The bookkeeper tracked the mail registration, made separate deposits, and took most of the telephone registrations (approximately 15% of the total). Although vouchers were accepted several payments came a month after the conference.
22. Plan for recording the proceedings if that is necessary. If you plan to publish addresses of speakers request a copy of the mat-	22. Plans for recording were not made ahead of time; we did use Allied built-in recording system. However it was not helpful; it required speakers

erial ahead of time, rather than record and transcribe it. Request a release from each contributor.

Plan for a conference photographer, and indicate ahead of time any specific shots desired. Be sure to get shots of each speaker.

to stay close to the microphone which some of them did not do.

One of the Children's Services staff took pictures in black and white and in color.

23. The week prior to the conference contact all presenters; visit the conference site and clarify last-minute details with the person designated; make telephone calls to persons or agencies who have not registered but who are known to be interested.

23. No comment.

24. Have all registration items and personnel arranged in advance: order name tags and felt-tip markers; sign-in sheets (putting these in loose-leaf binders avoids loss; use lined paper and make columns if more than names are requested. Specify if business or home address and telephone are needed. Use ball-point pens for signing in to avoid felt-tip bleeding); have staplers, paper clips, and rubber bands available; have signs and directions made up, including a map showing location of restrooms, telephones, and special displays.

Have pre-registrants listed in alphabetical order, and make copies for each person assisting with registration. Have one copy as the master list. Also have a list of presenters' names and telephone numbers. Make up special name tags for presenters and committee members for ease of identification.

24. Four persons registered the nearly 200 people; an additional person or two would have speeded this. Have ample number of sign-in sheets or books to avoid unnecessary back-ups. Have plenty of pens; some will walk away. Make sure all registration personnel know where the telephones and restrooms are. Put one person in charge of greeting presenters. Name tags for presenters and the committee were the clear pin-on plastic type to which was attached a colored ribbon tab; blue for the committee and green for the presenters.

The Day of the Conference. With everything planned well in advance, the conference day should go smoothly for all concerned. Key organizers should arrive 1½-2 hours ahead of the scheduled registration time in order to have registration set up; to arrange any displays or bulletin boards; to check on lights and microphones; to check on supplies; and to be sure the coffee is on time. Even so, someone will arrive before the scheduled opening.

Key organizers should have a copy of a brief (one- or two-page double-spaced) press release with correctly spelled names and titles of presenters, highlights of the conference, and its goals and objectives. Advance press releases may go to editors, but not be passed on to the reporter covering the event. Introduce reporters to key persons attending or participating in the conference.

Key organizers should also be alert to bringing persons together who would benefit from each other; conference linking is invaluable to professionals and is essential to the ongoing success of the conference. Have business cards to hand out.

Start and finish on time. Avoid last minute schedule changes except for emergencies. Arrange for someone to summarize the conference during the last few minutes; this serves to help participants focus on key issues as well as to fill out extra time. On the other hand, it can be dispensed with if time runs short.

Collect evaluation sheets as people leave.

After the Conference. Just as mountain-climbers feel the greatest elation when they reach the summit, so will the organizers of a successful conference. And just as the mountain-climbers must return to the flat ground, so must the conference be wrapped up and rounded off. Proper follow-up procedures communicate effectiveness and permit learning in the art of conference presentations.

1. Collate the evaluations with committee members. Where possible and necessary follow-up on any serious negative evaluations.

2. Contact persons if you promised to call.

3. Send extra materials promised to participants and others unable to attend the conference.

4. Determine final costs and income within the week.

5. Send thank-you letters to committee members and to presenters along with the honorarium if given and with copies of newspaper articles on the conference. Have attractive copies made of exceptional articles.

6. Use extra Conference Programs for publicity and for quarterly or annual reports.

7. Alphabetize and type the Attendance List; distribute to those attending the conference. Include the speakers or attach a separate sheet with their names and addresses.

8. The committee may want to conduct its own evaluation to determine if the general and specific goals were met adequately.

Considerations for the future. The conference like the Project of which it was a part anticipates the future when the participants have become more alert to the hidden and overt signs of abuse and neglect in their classrooms and similar group situations; when they take initiative in the face of possible economic and professional reprisals to report incidents, even suspicions, to proper authorities; and when, with those authorities, they provide appropriate services, activities and support environments for children who have suffered. The conference also presupposes an increased awareness for the need for networking among professionals within a given discipline and among several disciplines; a new knowledge of existing services available to child caregivers and other educators; and a concern that will lead to new alliances and to creative uses of community resources. Prepresentatives of local, county, state, and federal governments along with corporate and foundation executives joined with teachers, caregivers, psychologists, educational administrators, social workers, and medical professionals to demonstrate in microcosm the possibility of a comprehensive cooperative interaction. The legacy of the conference and of the Dodge Project will be that this and other kinds of collaboration will continue in the world-at-large.

Chapter V

CONCLUSIONS and RECOMMENDATIONS

The original presupposition of the Dodge Project led to a new reality about integrating human services and education programs. What began as a simple assumption that more knowledge about using child care for victims of child abuse was necessary for effective caregiving in private homes developed into a broader perception, one larger than added information and better technical skills. Family day care (FDC) must be seen in the larger context of out-of-home, non-residential child care services, as a part of a community system of human and educational services; and as one component among many that converge directly and obliquely to provide the fabric comprising our society. Undergirding the issues involved with child care and child abuse is the age-old concern of every culture: what will become of the children? And from that basic question must come each single answer, each specific response. Persons caring for and educating children cannot wait for a profound, all-encompassing reply; answers come incomplete, and at an incremental pace. Responses to the needs of children emerge from daily interaction of people combined with reflective thought and perceptive planning. Some few conclusions coming from the Project suggest a set of recommendations; these follow.

(30)

Chart 2

CONCLUSIONS and RECOMMENDATIONS

A. Family Day Care as a Child Protective Service (Chapter II)

1. There are more FDC programs used for providing Child Protective Services than assumed, but they are for the most part unaware of each other. Given the nature of human services (high stress, overwork, low remuneration), cooperation through networking is essential to the well-being of the adults and to the adequate care of the children.	1. It is recommended that FDC programs learn more about each other and begin to communicate via personal contact, newsletter, periodic meetings, and conferences. Informa- about recruitment of providers, preservice and inservice training, professional self-esteem, and professional teamwork is essential along with more specific education about children who are abused or neglected. Existing FDC programs listed in Appendix H and those that attended the FDC Conference in Atlanta in April 1984 should be encouraged to pursue cooperative efforts.
2. There is a need to change the cultural image of FDC as "paid babysitter" to a more professional model, and to provide increased resource support for FDC programs that moves it beyond a welfare model toward an educational and caregiving image. FDC providers must be recruited with the new model in mind and current providers must be encouraged over time to upgrade their own self-image.	2. FDC programs currently locked into a narrow welfare model must be encouraged to improve FDC services for all children including but not limited to abused/neglected ones. Neither child care nor child abuse/neglect services are in reality linked only to low-income, deprived subcultures; children by definition are vulnerable and by definition must be given basic rights to health, safety, nutrition, play, and nurture.
3. There is a need for updated material for persons including FDC providers and sponsors who care for children from abused and neglected situctions. Most of available literature dates from the 1970s, and while much of it	3. Write non-technical but research-based materials for FDC providers, sponsors, and referral agency social workers and staff. Existing programs with assistance might develop such materials.

remains accurate the vast changes in the use of child care programs and in the prevalence of child abuse suggests the need for new documents.

B. Specialized Family Day Care Training (Chapter III)

1. The willingness of most FDC providers to care for a referred child needs to be matched by a willingness on the part of agencies to included them in the development of treatment procedures. Providers receiving pertinent family information, frequently confidential, must also maintain professional standards about such matters.

1. FDC programs and state agency staffs must work together to develop the means by which the process of referral and treatment are implemented. Starting with existing knowledge (Broadhurst, 1979) and experience each FDC program providing child protective services should plan together to accomplish these services.

2. There is a need for appropriate training materials that will provide an ongoing educational improvement for both providers and social workers. Time to work and plan together needs to be built into the in-service training programs of each.

2. Compile a list of existing training materials and develop various models from which local programs could adapt materials appropriate for their situation.

   Materials for parents should be developed concurrently.

3. There is a need for FDC providers to be included in the larger child care community with its correlate: FDC providers must be conscious of the responsibilities this entails. FDC is far beyond baby-sitting; there needs to be clarification concerning the realities of FDC in the community.

3. FDC sponsors must conduct an ongoing publicity campaign to educate all segments of the public about their services - letters to the editor, news articles, advocacy for specific needs such as zoning and regulations, organization memberships, etc. The need to change a public image is matched by the long tedious process entailed in any major cultural change. It will not happen overnight.

C. The Role of Child Day Care in Child Abuse Issues: Developing Community Awareness (Chapter IV)

1. There is a need to develop many sources of program, fiscal, and in-kind support for child care in general and as a child protective service in particular. This in turn requires collaborative efforts among human and educational services.

1. Identify and implement short-term and long-term methods of educating the community about child care and child abuse:

   a. starting where the programs are at present begin with a task force with as broad a representational base as is practical - brainstorm for ideas.

   b. identify long-range community concerns within which the child care/child abuse issues exist.

   c. identify short-range concerns in the same way.

   d. draft projects in increments of one year; write proposals for funding.

   e. sponsor a collaborative effort to announce the special work to be done and ways of accomplishing it.

2. There is a need within both the child care and child abuse service communities to handle publicity on acute cases making the headlines - news is the raised questions about child care or the latest case of abuse; the media must report on the day-to-day programs struggling to provide adequate services with less-than-sufficient funds.

2. Representatives of each profession should trained to respond creatively and in a non-treatening way to news articles, thereby alerting the media and through them the public about the realistic programs in the immediate vicinity.

(33)

Summary

Those persons and organizations concerned with incorporating child care programs into child abuse/neglect treatment services should consider the following:

1. Identify and cooperate with programs offering similar services.

2. Increase community support for family day care providers and programs: include advanced training, less restrictive zoning regulations, etc.

3. Identify existing materials on the topic of family day care as a child protective service, and develop new materials, particularly within state and regional areas.

4. Include family day care providers in the professional team responsible for placing abused/neglected children. Provide background training as appropriate.

5. Provide opportunities for family day care providers and social workers to train together.

6. Initiate ways in which family day care providers and child care center staff members can meet for training and interaction.

7. Develop various sources for program, fiscal and in-kind support for child care in general and as a child protective service in particular.

8. Improve and increase publicity efforts on behalf of child care and of child abuse services.

In the final analysis it will be the community with its many components that will deal the most effectively with child abuse, but it will not be a straightforward victory. It will require the combined efforts of parents, professionals, and political officials to mount the campaign that will significantly reduce actions that disturb rather than develop and enhance the lives of children.

APPENDICES and

SELECTED BIBLIOGRAPHY

APPENDICES

A. Family Day Care: Morris and Warren Counties, New Jersey

B. Agreement between DYFS District Office (Morris County) and Children's Services of Morris County (A similar Agreement exists for the Warren Family Day Care Project.)

C. Procedures for Placing a DYFS-referred Child through CSMC

D. Request for Family Day Care Placement (intake form used by CSMC staff)

E. Dodge Project Brochure

F. National Association for the Education of Young Children Conference Workshop Agenda, November 5, 1983 (Names of those attending the Workshop have been incorporated with names of others who are involved in Family Day Care as a child protective service (Appendix H.)

G. Questionnaire for Sponsored Family Day Care Programs (sent to programs in the United States and Canada)

H. Program Resources: Family Day Care/Child Protective Services (United States and Canada) This is not an exhaustive listing.

I. Morris County (NJ) Family Day Care Provider Questionnaire

J. Summary of Family Day Care Provider Questionnaire

K. Summary of Morris County Family Day Care Project Memos

L. Seminar Agenda for Family Day Care Providers and District Office Staff Members (Morris County, NJ)

M. Child Care/Child Abuse Conference Program

N. Child Care/Child Abuse Conference Speakers and Presenters

O. Child Care/Child Abuse Conference Selected Resources

Appendix A.

CHILDREN'S SERVICES
OF MORRIS COUNTY

95 Mount Kemble Avenue
Morristown, New Jersey 07960

201-538-7943

• FAMILY DAY CARE •

The Morris County Family Day Care Program

The Warren County Family Day Care Project

CHILDREN'S SERVICES OF MORRIS COUNTY (CSMC) is a private organization providing child care and early education services since 1972. Under the direction of a volunteer Board of Trustees, CSMC sponsors Family Day Care (FDC) in two counties; provides information and referral services for child care programs; offers technical assistance and training for NannyCare, child day care in the child's home, and to home- and center-based child care programs; sponsors conferences and workshops on child care services and issues; and is available to serve as consultant to government policymakers, employers, educators, and human service organizations.

CSMC is supported by federal, state, and county funds; private and corporate foundations; and consultation and service fees. It is a non-profit and tax-exempt corporation.

Officers -

President: Kimberley Rossbach
Vice-pres.: Dr. Bruce Miller
Secretary: Robert Williamson
Treasurer: George Richenaker

Staff -

Director: Edna Ranck
Administrative Asst./ Bookkeeper: Charlotte McBeth
Secretary: Monica Serao
FDC Home Visitor (Morris): Dee Hadam
FDC Coordinator (Warren): Kathy Portilla

Family Day Care Providers care for a small group of children in the Provider's own home (no more than five at any one time and no more than two under twenty-four months of age). A FDC Provider must have an ability to work positively with young children and those of school age when they come before or after a day in school, and must demonstrate planning abilities to manage an informal program for children of varying ages. FDC Provider requirements in CSMC programs are as follows:

1. letter of reference from former employer or professional person.
2. physician's health statement and negative TB test.
3. liability insurance coverage that includes children in care.
4. participation in the Child Care Food Program (funded nutrition program).
5. payment of Listing Fee.

6. home assessment and personal interview.
7. participation in Training Conference (approximately 28 hours) during which the following topics are addressed by professionals in education, psychology, social work, library science, health and safety, and nutrition:

a. child development
b. nutrition and meal planning
c. health and safety
d. art and cooking activities
e. speech & language development
f. parent & caregiver policies
g. community resources
h. helping at-risk children
i. business and tax records
j. storytelling and selecting stories
k. agency relations and agreement
l. Child Care Food Program

In the CSMC FDC programs Providers are considered part of the child care profession. They are expected to maintain standards of service to children and parents, and have technical assistance readily available to them should problems arise. Monthly workshops on pertinent topics are offered nine months of each year during which Providers are able to meet with one another.

Information & Referral services are included in the FDC Programs; because this service saves parents substantial time and effort in researching child care services, CSMC requests payment of a Placement Fee if a child is enrolled in a member FDC home. The fee varies between the two programs; please call CSMC for the exact amount that you would be expected to pay.

Providers receive a monthly newsletter and food program and child intake forms from CSMC. Information that will help the Providers give better child care is sent to them on a regular basis, and they are notified of state and national conferences on FDC.

Because emergencies happen and time off must be arranged from time to time, Providers are asked to have a back-up substitute. For the same reason parents are asked to have a back-up caregiver for their child, especially when the child is too ill to be at the Provider's home.

At the present time the state of New Jersey has no standards or regulations for Family Day Care homes. CSMC with other members of the New Jersey Family Day Care Organization considers it in the best interests of children, parents, and Providers to have state standards that establish recognition of Family Day Care as part of the child care profession. Such standards should not eliminate the family babysitter, a capable and effective caregiver that many parents prefer. FDC regulations establish minimum standards for Providers who wish to have it known that they meet such standards. In the meantime Providers who affiliate with CSMC can claim to meet the standards set by CSMC which are based on those recommended by the NJ Division of Youth & Family Services and by the NJFDCO.

Fees for child care are set by the Provider and should be discussed by parents during the initial interview. Special attention to paid days and holidays is recommended so that parent and Provider know what policies have been established.

If you have any questions about Family Day Care, please call Edna Ranck in Morris County at 201-538-7943, or Kathy Portilla in Warren County at 201-852-5548.

12/83

Appendix B.

RENEWAL OF AGREEMENT

BETWEEN

THE MORRIS COUNTY DISTRICT
OFFICE OF THE DIVISION OF YOUTH
AND FAMILY SERVICES (DYFS)

and

CHILDREN'S SERVICES OF MORRIS COUNTY (CSMC)

In implementing the renewal of this agreement, CSMC agrees to the following.

CSMC will select family day care providers and place children in family day care homes without discrimination on the basis of sex, creed, race, or national origin.

CSMC will act as sponsor of the Child Care Food Program in DYFS family day care homes.

CSMC will be responsible for providing all recruiting, training, and monitoring of family day care homes they identify under this agreement. All programmatic, fiscal, and administrative functions related to these family day care homes will be the sole responsibility of CSMC. This will be accomplished in accordance with U.S. Department of Health and Human Services, U.S. Department of Agriculture, N.J. Department of Human Service regulations, and N.J. Department of Education requirements.

CSMC will enter written agreements with all family day care providers. This agreement will include a stipulation that all meals will meet USDA requirements, and that each provider will participate in CSMC training. This agreement will be retained in the family day care provider's permanent record.

CSMC will, in the course of their training or orientation, inform all family day care providers that DYFS will pay only the standard family day care rates, as specified in the DYFS manual. CSMC will assure that family day care homes will be available for DYFS use despite any rate disparity between DYFS and CSMC family day care rates.

CSMC will submit to the Morris District Office Manager an updated copy of schedule A of CSMC's agreement with the N.J. State Department of Education for District Office use. CSMC will coordinate all placements of DYFS children in their family day care homes.

CSMC will cooperate with DYFS in making arrangements for all necessary DYFS monitoring of homes against DYFS family day care standards.

In implementing this agreement, DYFS agrees to the following:

DYFS hereby delegates to CSMC the authority to apply DYFS Family Day Care Standards to family day care homes they study, select, and evaluate which are available for the placement of DYFS children and which DYFS anticipates using in accordance with this agreement.

DYFS will give priority to CSMC family day care homes in placing children.

DYFS will cooperate in coordinating with CSMC the placement of DYFS children in CSMC family day care homes.

With the exception of siblings or other exceptional circumstances, DYFS will refer only one DYFS child to each CSMC family day care home.

DYFS will provide to CSMC all Federal or State regulations pertinent to this agreement, with the exception of regulations and standards pertaining to the Child Care Food Program.

DYFS will monitor CSMC family day care homes, as necessary, against DYFS standards. DYFS will file a written report with CSMC within 30 days of the monitoring.

DYFS will arrange for payment for any child referred by DYFS. The CSMC family day care provider will be paid directly by DYFS when DYFS has a child/children placed there.

DYFS will conduct a six months review to determine DYFS/CWA utilization of CSMC family day care home. If no DYFS/CWA child has been placed in a home in that time period and DYFS/CWA does not anticipate placing a child there in the near future, DYFS will notify CSMC in writing that that home can no longer be evaluated against DYFS family day care standards.

DYFS reserves the right to identify and develop special Family Day Care Homes as necessary.

DYFS will perform routine monitoring of CSMC family day care homes when these homes have DYFS children placed in them.

This agreement is subject to change pending further DYFS policy development regarding the Child Care Food Program. Any additions, deletions, or changes in this agreement may be made at any time by mutual agreement of DYFS and CSMC.

This agreement is effective 1-1-84 through 12-31-84 and can be renegotiated annually.

1/28/83 Date

Cynthia Parks, MSW
District Office Manager
Morris District Office

11/18/83 Date

Edna Ranck, Director
Children's Services of
Morris County

Appendix C.

CHILDREN'S SERVICES
OF MORRIS COUNTY

95 Mount Kemble Avenue
Morristown, New Jersey 07960

201-538-7943

PROCEDURES FOR PLACING

a DYFS-REFERRED CHILD THROUGH CSMC

Through the annual Agreement between Children's Services of Morris County (CSMC) and the Morris County District Office (DO) of the New Jersey Division of Youth & Family Services DO staff needing Family Day Care (FDC) for children under DYFS supervision should follow the procedures outlined below. Cooperation among the FDC providers, the DO staff, and the staff of CSMC is essential for the smooth operation of this Agreement.

1. DYFS DO social worker determines need for a child/ren to be in a FDC home.
2. Social worker contacts CSMC staff w/ basic information about the child and family (this is done without violating confidentiality but must be sufficient to make an appropriate referral):
   a. age of child/ren
   b. reason for needing care
   c. current placement of child
   d. history of childcare experience of child
   e. municipality where care is preferred and where it could be located without inconveniencing the parent
   f. time care is needed: immediate, soon, etc.
   g. time care is needed: fulltime, parttime, hours of day, etc.
   h. special needs of child pertaining to behavior, health, etc.
3. CSMC staff contacts provider/s in the geographical area who have space and the ability to care for the child. Final decision to accept the child rests with the provider since it would be highly inappropriate for a provider to take a child with whom she doesn't feel comfortable.
4. CSMC staff gets back to DO staff with name of provider and the DO staff contacts the provider. NOTE: the child's parent/s may be encouraged to contact the provider if the DO staff recommends it. Or the parent may contact CSMC when the DO staff approves.
5. DO staff should explain to the parents the requirement of an interview prior to the child's beginning with a provider. Transportation should be arranged when necessary to do so.
6. Hours of care and method of voucher reporting should be explained to provider by DO staff. Sufficient forms and report dates should be noted to avoid misunderstandings involving payment for DYFS-referred child.

7. Special days, holidays, sick days, vacation, child's absences should be discussed and pay schedule clarified between DO staff and provider.

8. Ongoing lines of communication must be open between the DO staff and the provider - provider and DO staff should set up a visitation schedule and a time for periodic telephone checks.

9. Providers should know whom to call if parents or child presents problems.

10. Providers should know who to report delays in payment.

11. At the present time DYFS pays the provider at the rate of one dollar ($1.00) per hour for as many hours of care as needed by the child. Special needs children are paid for at a rate higher that $1.00; providers should ask about the higher rate if appropriate.

12. DO staff, CSMC staff, and providers should be in touch for any reason to avoid confusion or misunderstandings.

DYFS Morris County DO Telephone: 361-8400

CSMC Telephone: 538-7943

ER/05/84

Appendix D.

REQUEST FOR FAMILY DAY CARE PLACEMENT

DYFS District Office

County_____ Date of Request_____

Name of Caseworker_____

Number of Children Needing Care_____

Child/ren Ages_____Name/s_____

Problem Statement (description of family situation and of child's behavior (confidential):_____

_____

_____

Municipality of Residence_____

Municipality where care is needed:_____

Days (Circle each day that care is needed: M T W T F S S

Hours(Number of hours that care is needed:_____

Day/Date that care will start:_____

Status of transportation:_____
Ex. has own car, transportation provided by..., walking distance

Has caseworker used a FDC Provider previously? Yes___ No_____

If yes, who?_____

.....

Names of Providers contacted: 1. _____

2. _____

3. _____

Provider selected:_____

Actual starting date:_____

Comments:

Date care terminated:_____Name of Intake Person:_____

CHILDREN'S SERVICES OF MORRIS COUNTY, NJ, is a private organization providing child care and early education services since 1972. Under the direction of a volunteer Board of Trustees, CSMC sponsors Family Day Care Programs in two counties; provides information and referral services for child care; offers technical assistance and training for in-home child care and to home- and center-based child care programs; sponsors conferences and workshops; and serves as consultant to policymakers, employers, educators, and human service organizations.

Other funding comes from the NJ Div. of Youth & Family Services; Boards of Freeholders of Morris and Warren Counties; US Dept. of Agriculture; The Allied Corporation; AT&T; The Warner - Lambert Company; The Kirby Foundation; and fees for services.

OFFICERS -

President: Kimberly Rossbach
Vice-pres.: Dr. Bruce Miller
Secretary: Robert Williamson
Treasurer: George Richenaker

STAFF -

Director: Edna Ranck
Admin. Asst./
Bookkeeper: Charlotte McBeth
Secretary: Monica Serao
Warren County FDC
Coordinator: Kathy Portilla

CSMC/Dodge Project
Children's Services of Morris County
95 Mt. Kemble Avenue
Morristown, NJ 07960

CENTER CARE/ FAMILY DAY CARE...

its role in preventing

and treating

child abuse and neglect

△

A Special Project of

CHILDREN'S SERVICES of
MORRIS COUNTY, NJ

95 Mt. Kemble Avenue
Morristown, NJ 07960

201-538-7943

△

Partially funded by a grant from

The Geraldine R Dodge Foundation

1983-84

△

CHILD DAY CARE...

For various reasons the need for child day care has grown rapidly in the past ten years. In Morris County there are 47 licensed child day care centers, 65 licensed nursery schools, three HeadStart programs, and close to 60 sponsored family day care homes (because no state regulations exist in New Jersey only sponsored FDC homes are referred to parents seeking that form of child care). Approximately 16 licensed early childhood programs are in neighboring Warren County where a family day care project is scheduled to begin in 1984. Far more than babysitters, quality child care givers provide developmental opportunities appropriate to a child's age and level of maturity. Sponsored family day care homes are screened for safe and healthy environments and providers are assessed and trained to work positively with children and to share with parents the information needed for effective child development. In Morris and soon in Warren Counties FDC providers are trained by professionals in early education, nutrition, health and safety, psychology, and business and tax records. Only sponsored FDC providers can participate in the USDA's Child Care Food Prog. in which they receive reimbursements for some of their child care food costs. On-going training programs are available to both center and FDC personnel. Center staffs and FDC providers must meet health and insurance requirements.

CHILD PROTECTIVE SERVICES...

In every state one agency is mandated to investigate and serve cases of child abuse and neglect. In New Jersey it is the Division of Youth and Family Services (DYFS) which locates district offices in each county. Often DYFS social workers recommend day care for children under their supervision. In Morris County and in Warren County the District Offices and CSMC have written agreements to work in locating FDC for DYFS supervised children. Because of the special needs of at-risk children extra demands are placed on the child care professional, especially in FDC home settings where the Provider works by herself with her small group.

CSMC/DODGE PROJECT...

Without adequate knowledge, training, and professional support, a FDC provider can easily burn-out with just one child with special needs. In an effort to prevent provider burn-out, CSMC requested and received a grant from the Geraldine R. Dodge Foundation to design a system to assist not only providers but DYFS social workers as well with their responsibilities in serving children from abusive and neglectful families. The grant has four goals: research, training, a conference, and development of training materials.

1. Research Component...

- identify similar programs throughout the United States and Canada (to date over 25 such programs have been documented. A session for representatives of programs is projected during a national conference in Los Angeles late in 1984.

- identify service gaps in meeting FDC provider needs. Questionnaires sent to nearly 60 providers in Morris County have returned at a 70% rate. The information will be tallied in time for the January seminars.

2. Training Seminars Component...

- three identical Seminars for FDC providers and DYFS social workers will be held on January 17 and 25, and on February 2, 1984. Speakers from both the child care and social work disciplines will address the issues pertinent to both groups, and members of each group will be able to meet one another.

3. Conference Component...

- Targeted to professionals in FDC homes, child care centers, nursery schools, Head Starts,and child protective services, a one day conference is scheduled for Wednesday, May 16, 1984 at the headquarters of The Allied Corporation in Morris Township, NJ.

4. FDC Training Materials...

- Written training and educational materials for FDC providers will be developed from the information gathered during the previous events.

Appendix F.

National Association for the Education of Young Children
Annual Conference
Atlanta, Georgia

November 3-6, 1983

Family Day Care as a Child Protective Service-
Quality Child Care for Children from Troubled Families

Workshop Leader: Edna Runnels Ranck

I. Workshop Overview and Introductions/Sign-up Sheet
II. Definitions: Family Day Care (FDC) and Child Protective Services (CPS)
III. Standards for FDC
IV. Mandate for CPS
V. Children's Services of Morris County (NJ)/Dodge Project
   A. Impetus for Project
      1. Official sanction for FDC
      2. Agreement with state office
   B. Goals of the Project
      1. Research
         a. programs
         b. bibliography
         c. resources
      2. Training Seminars
         a. Providers
         b. Social Workers
      3. Conference on Child Care and Child Abuse
      4. Training Materials/Bibliography
VI. CSMC/Dodge Project (detail)
   A. Research
      1. Memos, questionnaires, interviews
      2. Locating other programs in US and Canada
         a. Questionnaire (yellow)
         b. Conferences
      3. Locating articles and non-print media

   B. Training Seminars
      1. Providing for contingencies
         a. Location and duration of each seminar
         b. One day per week over a three-week period (avoid Monday & Friday)
         c. Funds for substitute child care
         d. Funds for coffee and supplies
         e. Materials packet
         f. Include participants in preliminary research
      2. Seminar design
         a. Goal 1: to bring Providers and Social Workers together in one place
         b. Goal 2: to provide information about each role
         c. Speakers, presenters, and media presentations

   C. Conference
      1. Spring date
      2. Corporate location
      3. Broaden category to include child care center care
      4. Speakers (political and professional)

(over)

5. Workshops
   a. Identifying and reporting child abuse
   b. Working with an enrolled child (who has been abused, etc.)
   c. Working with a referred child
   d. staff knowledge and know-how
   e. modeling behavior for parents
   f. team work among parents, staff, and social workers
   g. defining a therapeutic caregiver
6. Materials Packet

D. Training Materials/Bibliography
   1. Transcription of conference
   2. Training materials for caregivers and social workers
   3. Bibliography of resources and printed materials

VII. Developing relationship between professional agencies
   A. FDC Sponsor
   B. Social workers/supervisors
   C. Public schools
   D. Other professionals

VIII. Identification of goals and objectives for FDC Providers caring for Abused/Neglected Children
   A. to overcome fear of an unknown experience
   B. to be aware of Provider's own anger toward children
   C. to overcome negative feelings toward abusive parents
   D. to be a role model for parents
   E. to develop therapeutic skills and techniques to work with abused child
   F. to identify and use appropriate community resources

IX. Representative programs throughout US and Canada

To receive additional information: take a yellow questionnaire
fill it out and return in envelope

Contact: Edna Runnels Ranck, Director
Children's Services of Morris County
95 Mt. Kemble Avenue
Morristown, NJ 07960

(201) 538-7943

Appendix G.

QUESTIONNAIRE for SPONSORED FAMILY DAY CARE PROGRAMS PROVIDING CHILD CARE for CHILDREN UNDER STATE PROTECTIVE SERVICES

The questionnaire assumes that the Family Day Care (FDC) homes are regulated by state law (licensing or registration) or are certified through a FDC association or system.)

1. Please indicate the status of your FDC homes:
   a. licensed
   b. registered
   c. affiliated w/ non-profit or for-profit sponsor
   d. satellited to a center (if yes, indicate funding status of center (federally-funded, private/non-profit, profit)

2. Please indicate the type of sponsor your program fits:
   a. non-profit
   b. government agency
   c. private, for-profit
   d. satellite
   e. other

3. Does your state office responsible for referring abused/neglected children for child care use FDC as one type of placement?
   a. yes, frequently
   b. yes, occasionally
   c. not very often
   d. never

4. Are your FDC providers required to enroll a child referred for abuse/neglect?

5. Who initiates a referral for a FDC home?

6. Who does the referring person contact first?

7. At what point in the referral process does the provider become involved?

8. What is the step-by-step procedure for making a FDC referral after the initial call is made by the referring agency?

9. What continued support is given the FDC provider after placement? by the referring agency?

10. What procedure is followed if the FDC provider has difficulties with a child?

11. What procedure is followed if a FDC provider decides to terminate a child?

12. What training for caring for a CPS child is given the FDC provider prior to her taking a CPS child?

13. What training for this care is given during the time the provider cares for a CPA child?

14. Who is responsible for setting up the trainings for the FDC providers?

15. Who is responsible for teaching the information abcut caring for a CPS child?

16. What specific training materials do you use for FDC providers who will care for CPS children?

17. May your name and program be included in a Resource List for FDC as a Child Protective Service?

NOTE: Additional writing space was provided in the original questionnaire format.

Appendix H.

PROGRAM RESOURCES:

Family Day Care/Child Protective Services

CANADA

Jane Giffin
Gloucester FDC
Box 8333
Gloucester, Ontario K1G 3U5

Rosemary Somers
Andrew Fleck Child Centre
195 George St.
Ottawa, Ontario K1N 5W6

John Pepin
Family Day Care Services
380 Sherbourne St.
Toronto, Ontario M4X 1K2

UNITED STATES

(alphabetical listing by state)

Patty Siegel
Child Care R&R Network
320 Judah St., #2
Sanfrancisco, CA 94122

Betty Simpson/Barbara Finck
Pinellas County Licensing Bd. for Children's Centers & FDC Homes
4140 - 49th St. North
St. Petersburg, FL 33709

Ruth Anne Foote
Save the Children/Child Care Solutions
1182 W. Peachtree St. NW, Suite 209
Atlanta, GA 30309

Nancy Travis/Joe Perreault
Child Care Support Center
Save the Children
1182 W. Peachtree St., NW, Suite 209
Atlanta, GA 30309

Sue Smith
Family Day Care Program
1210 N. Olive St.
South Bend, IN 46628

Donna Lehwin
Capitol Hill Children's Ctr.
800 E. 12th St.
Des Moines, IA 50316

Joel McLain
Box 3318
Baton Rouge, LA 70815

Mary Roberts
4152 Suitland Rd.
Suitland, MD 20746

Lynda Gainor
Carroll County Social Servs.
Box 800
Westminster, MD 21157

Charlene L. Hirsch
8477 Adair Ave. North
Brooklyn Park, MN 55443

Ethel Bergwell
Family Service Child Care
2202 S. 11th St.
Lincoln, NE 68502

Danice Stone
Union County 4Cs
60 Prince St.
Elizabeth, NJ 07208

Dorothy Williams
Bergen County Off. for Children
355 Main Street
Hackensack, NJ 07604

Kathy Portilla
Warren County FDC Project
413 Mt. Rascal Rd.
Hackettstown, NJ 07840

Joan Lawler
Children's Services of Morris Cty.
95 Mt. Kemble Ave.
Morristown, NJ 07960

Florence Williams
Passaic County 4Cs
15 W. Broadway
Paterson, NJ 07505

Sally Duff
Children's Home Society
929 Parkside Ave.
Trenton, NJ 08628

Connie Galster
NJ Div. of Youth & Family Services
One S. Montgomery St.
Trenton, NJ 08625

Rosalie Mazur
Family Life Development Ctr.
111 Broadway
New York, NY

Irene McCombs
4451 Sherwood Forest Court #5
Columbus, OH 43228

Dorothy Kroehler
Child Development Program of Love County
Box 599/630 Rockland St.
Lancaster, PA 17603

Jo Compton
SC Dept. of Soc. Services
Div. of Child Development
Box 1520
Columbia, SC 29202

Sue C. Gainer
4906 Millsprings Ct.
Arlington, TX 76017

Marian Monroe
Texas Dept. of Human Resources
Room 523-A
Box 2960
Austin, TX 78769

Joan Weiser
Child Care Dallas
1499 Regal Row, Suite 400
Dallas, TX 75247

Richard Salciah
3125 Rivera
El Paso, TX 79905

Susan Porter
Charlottesville Dept. of Soc. Services
610 E. Market St.
Charlottesville, VA 22901

Teresa Sparkman
1002-A 22nd St., NW
Washington, DC 20037

Lori Weinstein
The Children's Foundation
1420 New York Ave., Suite 800
Washington, DC 20005

Diane Adams
Community Coord. Child Care
3200 Monroe St.
Madison, WI 53711

Arlene J. Bollig
1718 Boyd Ave.
Madison, WI 53704

Appendix I.

FAMILY DAY CARE PROVIDER QUESTIONNAIRE

(Sent to 60 FDC providers in the Morris County, NJ FDC Program in the Fall of 1983.)

Instructions: Please check the item that most nearly applies to you and your FDC home.

1. How long have you been a sponsored FDC provider in the Morris County area?
   a. less than 6 months
   b. between 6 and 12 months
   c. between 12 and 24 months
   d. between 24 and 36 months
   e. over 36 months (in years)

2. Have you been a sponsored FDC Provider in another county or state? If yes, where? For how long?

3. What made you decide to become part of a sponsored FDC program rather than to care for children on your own?

4. How many children have you cared for since you began as a FDC provider in the CSMC program?
   a. less than three
   b. between three and six
   c. between six and ten
   d. between 10 and 15
   e. between 15 and 20
   f. more than 20 (how many)

5. Have you ever referred a child to DYFS for suspected child abuse or neglect? (If yes, you will receive a followup form.)

6. During your initial interview with a CSMC staff member you should have been asked if you would consider caring for a child referred by the Division of Youth and Family Services (DYFS). Please try to recall what you felt at the time the question was asked:
   a. positive reaction
   b. puzzled reaction
   c. negative reaction

7. If you had questions or concerns were they answered satisfactorily? If no, what additional information should you have been given?

8. Did anyone in your family comment on the request to care for a DYFS-referred child? If yes, what were the comments?

9. During your initial preservice Training Conference, did a speaker come from the DYFS District Office? (Note: This practice began in September 1982.)

10. Have you been asked to care for a DYFS-referred child? If no, write in comments below. If yes, continue questionnaire.

11. How much information about the child/ren were you given in the initial call?
    a. enough
    b. not enough (if this answer, indicate the kinds of information you would have wanted in order to care for the child.)

12. How long did the child stay in your care?
    a. less than one month
    b. between one and three months
    c. between three & six months
    d. longer than six months

13. What brought on termination of care?
    a. child returned full-time to home
    b. child placed in foster home
    c. child placed in other child care setting
    d. provider terminated care arrangements (if this answer, please indicate what caused you to terminate care)

14. What were your feelings at the time of termination?
    a. relief
    b. satisfaction
    c. regret
    d. sense of loss
    e. other (?)

15. Do you feel that you had sufficient support from the DYFS District Office during the time you cared for the child? Give reasons for either a 'yes' or 'no' answer.

16. Do you feel that you had sufficient support from CSMC staff during the time you cared for the child. Give reasons for either a 'yes' or 'no' answer.

17. List in order of importance to you the things you would like to have (information, support, etc.) in order to care for a DYFS-referred child.

18. Do you have other comments?

NOTE: Additional writing space was provided in the original questionnaire format. Appreciation was expressed to the FDC providers for completing the questionnaire.

Appendix J.

CHILDREN'S SERVICES
OF MORRIS COUNTY

95 Mount Kemble Avenue
Morristown, New Jersey 07960

201-538-7943

SUMMARY

THE DODGE PROJECT: Family Day Care, Center-based Care, Child Protective Services

Objective b: To train Morris County, NJ, FDC providers and Division of Youth & Family Services social workers so that each group better understands the role and expectations of the other and so that both groups receive a common body of information relating to children from abusive and neglectful families.

Three similar seminars were held over a three-week period and were attended by 74 persons:

CSMC/Family Day Care:	45 (includes 4 staff)
DYFS social workers:	26
Guests:	2
Speaker:	1
	74

Two questionnaires were part of Objective b: one a questionnaire sent to the providers in the CSMC Family Day Care Program and whose results are given below. The other consists of the evaluation forms received from over half of the participants in the seminars. The results from the evaluation forms will be distributed at a later date.

Numbers:	Questionnaires sent:	60	(100%)
	Questionnaires returned:	43	(72%)

Responses: See Attachment 1.

Analysis: #1. The size of the numbers of providers who have been in the FDC program over two years and who have been in less than six months when compared with the numbers in the program between six- and 24-months suggests that the vulnerable time comes early in the program and that special care needs to be taken in supporting providers in the first year.

#2. Most providers started with the Morris County (MC) program.

#3. Reasons for becoming a sponsored provider lean heavily to those associated with professionalism and gives credibility to sponsored FDC programs that have high expectations.

Objective b, continued

Analysis, continued

#4. In most cases parents are responsible for termination of child care; it is probable that the providers who have had larger numbers of children in care are those who have been in the program the longest.

#5. This is surprisingly low, although gratifying. (These providers range in the length of time in the program; some go back to the beginning of the program in 1977.

A follow-up question should have been: have you ever suspected any child abuse in any of the children you have cared for?

#6. Reactions to the query about caring for a DYFS child are about even between positive and negative; the providers who had a negative reaction mentioned the lack of skill to care for a special child. Other concerns expressed had to do with the low fee(these questionnaires were sent out prior to the 11/1/83 date of the DYFS increase for family day care payments); the need for additional psychological training and background, and a fear of handling special problems.

#7. Concerns noted in #6 above.

#8. Family comments had to do with the amount of money paid; the possibility of harm to other children; having problems with the parents; having to deal with real and foster parents; a fear that the child would act out and be destructive toward property; the amount of extra time it would take to care for a special child; and a fear of a delinguent child in the home.

These are a blend of real and perceived problems and should be addressed in preliminary interviews and during the preservice training conference.

#9. The addition of a DYFS staff member was in response to the development of difficulties in having providers care for children at risk.

#10. Of the 43 responses to this question, 15 had been asked to consider caring for a DYFS-referred child. Three providers never received the child, presumably because other arrangements were made for the child. All 12 who did more felt they received enough information at the first contact.

#11-17 were answered only by those who were asked to take a child.

#12. How long was the child in your care? Most of the care has been short-term or temporary.

Objective b, continued

Analysis, continued

#13. Cause for termination of child from care indicates two: the child returning home and the provider terminating for the following reasons:

a. no control over child's behavior
b. it was only temporary on provider's part
c. there were scheduling conflicts
d. there was a problem with a parent

These concerns should be kept in mind when a child is being placed in a family day care provider's home in order to prevent inappropriate termination.

#14. Feelings at the time of termination show a mixed reaction and could reflect a combination of two or more of these. There needs to be paid more attention to feelings between providers and children and also between providers and parents and between providers and social workers.

#15. & #16. While most providers responding to this question and the one following, those disagreeing indicate several reasons in their answers to #17 below. The basic need had to do with more contact by telephone and by visit from the DYFS staff.

#17. Of the 29 responses given to this question there are three broad categories into which they fit:

a. 19 requests had to do with professional needs:
   * 4 wanted more professional knowledge about child abuse
   *10 wanted more specific information about a particular child
   * 5 wanted more contact with DYFS staff
b. 10 wanted more or less parent contact, and better payments
   * 5 wanted contact or less of it with parents (3 more, 2 less)
   * 5 wanted better payment and more timely payments

Conclusion:

1. take professionalism of family day care seriously in planning training of providers and in giving information to social workers.
2. be clearer about the CSMC/DYFS agreement during initial interviews with prospective providers; continue DYFS staff presentation at Training Conferences
3. encourage providers to ask someone about any suspected abuse or neglect of the children in their care
4. provide steadier backup support of provider who enrolls a DYFS-referred child; encourage provider to ask for it as soon as she sees the need for it

For additional information contact CSMC Director and Dodge Project Coordinator: Edna Ranck, 201-538-7943.

Appendix K.

SUMMARY OF MORRIS COUNTY FAMILY DAY CARE PROJECT MEMOS

In order to inform the Morris County Family Day Care (FDC) providers about the Dodge Project and to give them a sense of ownership, a series of memos was sent out beginning in August and ending shortly before the seminars which were held in January and February 1984.

1. Memo #1 (08/22/83) described the Agreement with the District Office and cited some of the problems that led to the proposal to the Dodge Foundation. In addition to an outline of the Project's goals, the providers were given a list of activities that they would be expected to do.

2. Memo #2 (10/24/83) reviewed the Project activities and gave advance information about the seminars - the approximate dates, tentative agenda, and the reimbursement for substitute child care costs for the day of the seminar. The seminar goals were stated and the FDC questionnaire along with a stamped, self-addressed envelope in which to return it to the CSMC office.

3. Memo #3 (11/15/83) expressed appreciation for the prompt response of most of the questionnaires, and enclosed a selection of information about and articles on child abuse/neglect to be used for background information. It also gave the days and dates of the seminars as well as the location and parking arrangements.

4. Memo #4(12/15/84) outlined the seminar agenda and gave travel directions to the location of the seminars. A registration form and a self-addressed envelope were enclosed; the registration allowed for date selection and a second choice. NOTE: providers were permitted to choose the date they wanted to attend; the even distribution of providers among the three dates was almost perfect.

5. Memo #5 (date of seminar attended) was a reimbursement form for child care costs for the day.

Appendix L.

CHILDREN'S SERVICES OF MORRIS COUNTY
95 Mt. Kemble Avenue, Morristown, NJ 07960
(201) 538-7943
Edna Ranck, Director

MORRIS COUNTY DISTRICT OFFICE
NJ Division of Youth & Family Services
(201) 361-8400
Cindy Parks, Manager

FAMILY DAY CARE AS A CHILD PROTECTIVE SERVICE:
Training Seminars for

Family Day Care Providers — DYFS Social Workers

Tuesday, January 17, 1984
Wednesday, January 25, 1984
Thursday, February 2, 1984

All seminars will run from 9:00 a.m. - 2:00 p.m.

AGENDA

9:00 - 9:30 -	Registration and coffee	
9:30 - 9:45 -	Welcome	Cindy Parks, Mgr., Morris County Dist. Off.
	Introduction to Seminar	Edna Ranck, Dir., Children's Services of MC
9:45 - 11:00 -	"Why Are Children Abused? - Why Do Parents Do It?	Sharon Ryan, Psy.D., Coordinator Family Enrichment Program Morristown Memorial Hospital
11:00 - 11:15 -	Break	
11:15 - 12:15 -	Introduction to the Role and Responsibilities of the DYFS District Office -	DYFS District Office Staff
12:15 - 1:00 -	Lunch and a time for FDC Providers and DO Staff to meet one another.	
1:00 - 2:00 -	Introduction to the Family Day Care Program of Children's Services of Morris County -	CSMC Staff and FDC Providers

Coffee and tea will be available throughout the day. Fruit and cookies will be available at lunchtime.

Seminar Packets will be available to all participants.

The seminars are partially funded by a grant from the Geraldine R. Dodge Foundation.

Appendix M.

A Conference

CHILD CARE/CHILD ABUSE:
Identifying, Reporting, Teaching Young At-risk Children

Wednesday, May 16, 1984

Auditorium
Administration Building

The Allied Corporation
Morris Township, N.J.

SPONSORS

Children's Services
of Morris County

National Committee for Prevention of Child Abuse-N.J.Chap.

ASSOCIATES

Association for Children
in New Jersey

Directors' Association of
Morris County

Junior League of Morristown

St.Clare's Hospital Community
Mental Health Center

Partial funding for the Conference is from a grant from the GERALDINE R. DODGE FOUNDATION to Children's Services of Morris County to investigate ways in which child care programs in general and family day care in particular can assist in the prevention and treatment of child abuse and neglect.

PROGRAM

Registration and Coffee

Free and for-cost materials on the conference topic are available in the Registration Area.

Welcome	-	ALAN PAINTER Director, Corporate Affairs, The Allied Corporation; Chairman, Morris County Human Services Council
Greetings	-	KIMBERLY ROSSBACH President, Children's Services of Morris County CAROL RUFENER Director, Morris County Board of Chosen Freeholders EDNA RANCK Executive Director, Children's Services of Morris County
Keynote Address	-	HON. LEANNA BROWN New Jersey State Senator District 26
Break (15-minutes)		
Introduction to Drama	-	BARBARA KELLEY President, National Committee for Prevention of Child Abuse-New Jersey Chapter; Member, Governor Kean's Task Force on Child Abuse
Presentation -		
BUBBYLONIAN ENCOUNTER	-	CHILDREN'S REPERTORY COMPANY Drexel Hill, Pennsylvania
Responses and Discussion Leaders	-	CHRISTIAN HANSEN, M.D. Pediatric Consultant New Jersey Division of Youth & Family Services, Trenton TOBI BURDEN, Ed.D. Senior Clinician, St. Clare's Hospital Community Mental Health Center, Denville
Lunch	-	Available at moderate cost in the Allied cafeteria.

Presentations -

The Child Abuse Cycle Means WAR -		MARTHA HALDOPOULOS Psychologist/Therapist, Family Enrichment Program, Morristown Memorial Hospital
What Do We Know About Child Abuse and Neglect?	-	BEVERLY TIGNOR, Ph.D. Director, Mendham Child Development Center, Mendham
Film	-	An example of films that can be borrowed or rented to be shown to children, staff members, and parents.
Summary and Conclusion	-	TORI BURDEN, EDNA RANCK

INFORMATION PACKET ON CHILD CARE/CHILD ABUSE

Materials in the Information Packet have been selected to give information and advice about programs and services relating to child care and to child care abuse and neglect. Additional materials are available from the programs they describe.

Materials have been contributed from the following agencies:

New Jersey Self-help Clearinghouse
Morris Area Girl Scout Council
Morris District Office, DYFS
Children's Services of Morris County
National Committee for Prevention of Child Abuse-NJ Chapter
Children's Repertory Company
Family Services of Morris County
Learning Resource Center - NJ Board of Education

Articles from the Journal of Child Care and the NJ Dept. of Human Services Reporter were copied by Bell Laboratories.

Many professional journals and popular magazines and newspapers have featured articles on child care and/or child abuse in recent months. Select appropriate ones to distribute with staff members and parents.

DEDICATION

The Conference is dedicated to the memory of Sylvia Ashton-Warner (1908-1984), the New Zealand early childhood teacher and writer, author of Teacher and Spearpoint: 'Teacher' in America.

APPRECIATION

The Allied Corporation
Morris Township

Bell Laboratories,
Whippany

CONFERENCE COMMITTEE

Sheryl Papish
Pre-conference Coordinator

Dolores Hadam
Barbara Howden

Charlotte McBeth
Kathy Portilla
Kathy Ross

Joan Ruhnke
Monica Serao

Bradley Howden,
whose work compiling Information Packets earned credit toward a community service badge in the Boy Scouts of America.

SPONSORS and ASSOCIATES

CHILDREN'S SERVICES
OF MORRIS COUNTY
95 Mt. Kemble Avenue
Morristown, NJ 07960
201-538-7943
Edna Ranck, Exec. Dir.

ASSOCIATION FOR CHILDREN
IN NEW JERSEY
17 Academy Street, Suite 709
Newark, NJ 07102
201-643-3876
Ciro Scalera, Esq., Exec. Dir.

DIRECTORS' ASSOCIATION OF
MORRIS COUNTY
c/o A. Budrick Child Care Ctr.
122 Plane Street
Boonton, NJ 07005
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Steven Eberhardt, President

NATIONAL COMMITTEE FOR PREVENTION
OF CHILD ABUSE/NJ Chapter
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Joan Ruhnke, Act. Exec. Dir.

JUNIOR LEAGUE OF MORRISTOWN
7 King Place
Morristown, NJ 07960
201-539-2266
Carolyn Ward, President

ST. CLARE'S HOSPITAL COMMUNITY
MENTAL HEALTH CENTER
Pocono Road
Denville, NJ 07834
201-625-7080
Bruce Nils Miller, Ph.D., Director
Consultation & Education

For more information about BUBBYLONIAN ENCOUNTER and other children's dramas, contact:

CHILDREN'S REPERTORY COMPANY
3707 Garrett Road
Drexel Hill, PA 19026
215-284-1319
Cathy Pregmon, Artistic Director

Appendix N.

CHILD CARE/CHILD ABUSE:

Identifying, Reporting, Teaching Young At-risk Children

Wednesday, May 16, 1984 — The Allied Corporation
8:45 a.m. - 3:30 p.m. — Morris Township, N.J.

SPEAKERS and PRESENTERS

Hon. Leanna Brown
NJ State Senator, Dist. 26
123 Columbia Turnpike
Cory Commons
*Florham Park 07932
201-966-6200

Tobi Burden, Ed.D.
Community Mental Health Ctr.
St. Clare's Hospital
Denville 07834
201-625-7080

Martha Haldopoulos
Family Enrichment Program
Morristown Memorial Hospital
Morristown 07960
201-540-5648

Christian Hansen, M.D.
Division of Youth & Family Serv.
One S. Montgomery Street
Trenton 08625
609-292-0862

**Barbara Kelley
President-NJ Chapter
Nat'l Committee for Prevention
of Child Abuse
17 Academy Avenue, Suite 709
Newark 07102
201-643-3710

Alan S. Painter, Director
Corporate Affairs
The Allied Corporation
Morristown 07960
201-455-5876

**Edna Ranck, Conference Organizer
and Executive Director
Children's Services of Morris Cty.
95 Mt. Kemble Avenue
Morristown 07960
201-538-7943

Kimberly Rossbach, President
Children's Services of Morris Cty.
95 Mt. Kemble Avenue
Morristown 07960
201-538-7943

Carol J. Rufener, Director
Board of Chosen Freeholders
County of Morris
Courthouse
Morristown 07960
201-285-6212

Beverly Tignor, Ph.D.
Director
Mendham Child Development Ctr.
Mendham-Bernardsville Road
Mendham 07945
201-221-1569

*All towns are in New Jersey.

**Conference sponsors.

Partial funding for the Conference comes from a grant from the Geraldine R. Dodge Foundation to Children's Services of Morris County to investigate ways in which child care programs in general and family day care in particular can assist in the prevention and treatment of child abuse and neglect.

DRAMA

Children's Repertory Company
3707 Garrett Road
Drexel Hill, PA 19026
215-284-1319
Cathy Pregmon, Artistic Director

Appendix O.

SELECTED RESOURCES

1. Reporting Child Abuse/Neglect: Your DYFS District Office or 800-792-8610

Bergen County Dist. Office: 201-487-5380	190 Main Street, Hackensack 07601 Charles Venti, Dist. Mgr.
Bayonne Dist. Office: 201-823-5000	4 W. 22nd St., Bayonne 07002 Bill Baranik, Acting Dist. Mgr.
Jersey City Dist. Office: 201-795-8800	550 Summit Ave., Jersey City 07047 Elmalee Smith, Dist. Mgr.
Morris County Dist. Office: 201-361-8400	121 Center Grove Rd.,Randolph 07869 Cynthia Parks, Dist. Mgr.
North Hudson Dist. Office: 201-854-7100	6033-6045 Kennedy Blvd, N.Bergen 07047 Loretta Zucconi, Dist. Mgr.
Passaic County Dist. Office: 201-977-4525	2 Market St., Paterson 07501 Ramona Neugeboren, Dist. Mgr.
Sussex County Dist. Office: 201-729-9163	200 Woodport Rd., Sparta 07871 Joseph Ciccone, Dist. Mgr.
Warren County Dist. Office: 201-475-3903	323 Front St., Belvidere 07823 Jean Mendres, Dist. Mgr.

In addition to taking reports on child abuse, the DOs have staff persons available to speak at staff meetings and parent group meetings. Telephone numbers for other District Offices in New Jersey may be obtained from any one of these.

2. The Division of Youth & Family Services (DYFS) is part of the New Jersey Department of Human Services. The County Representatives for each county in the Northern Region are: Tel. 201-977-4000.

Bergen/William Kowalski	Morris & Warren/Elizabeth Lehmann
Hudson/Walter Kulzy	Passaic & Sussex/Louis purcaro

3. Information about child abuse/neglect, including printed materials, audio-visual media presentations, and speakers:

National Committee for Prevention of Child Abuse-NJ Chapter
17 Academy St., Suite 709, Newark 07102 - 201-643-3710

Morris Area Girl Scout Council, 300 Mendham Road, Box 186, Mendham 07945 - 201-538-4936

Parents Anonymous...a part of a national organization designed to help parents under stress. It is a self-help group where

-over-

parents of similar needs can go free of charge and anonymously to get help...to make family life less explosive and tense and more loving with the presence of a sponsor to help facilitate group interaction: For the number of the PA group nearest you, call Family Services of Morris County, 62 Elm Street, Morristown 07960 - 201-538-5260.

New Jersey Self-help Clearinghouse - Mutual Aid Self Help Groups: 800-FOR-MASH. Outside New Jersey: 201-625-7101.

Speakers and presenters at the Child Care/Child Abuse Conference are either available as speakers or can refer you to an appropriate person or program.

4. Child Care information and referrals:

Information is available on child care centers, nursery schools, private kindergartens, before/afterschool programs, Head Starts, family day care homes, camping programs, and special needs programs (where they are available):

Children's Services of Morris County - 201-538-7943; see blue ABCs brochure in packet for information about selecting child care.

Bergen County Office for Children	- 201-646-3694
Passaic County 4Cs	- 201-684-1904
Union County 4Cs	- 201-353-1621
Sussex County: no formal agency at the present time; for general info:	- 201-383-2296 or 201-948-5770
Warren County: (Family Day Care)	- 201-850-9018

5. Other Resources - use this space to add names & addresses of persons in children's education, health services, child care, etc.

SELECTED BIBLIOGRAPHY

1. Attention is called to the bibliographies found at the end of most articles and books on the relevant topics.
2. Articles in popular periodicals and the newspapers appear frequently and should be clipped and filed for future reference.
3. Local chapters of professional organizations and local agencies involved with either child care services or child abuse/neglect services should be contacted for current information and publications.

National Organizations

The Children's Foundation
1420 New York Avenue, NW, Suite 800
Washington, DC 20005
(202) 347-3300

National Association for Education of Young Children
1834 Connecticut Avenue, NW
Washington, DC 20009
(202) 232-8777 (800) 424-2460

National Committee for Prevention of Child Abuse
332 S. Michigan Avenue, Suite 1250
Chicago, ILLINOIS 60604
(312) 663-3520

Books and Booklets

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A parent's guide to daycare. Mt. Ranier, MD: Gryphon House, 1981.

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You can prevent child abuse. Chicago: National Committee for Prevention of Child Abuse, 1980.

Special Series on Abuse and Neglect

Child abuse and neglect: the problem and its management:

a. The Diagnostic Process and Treatment Programs (OHD) 77-30069.
b. An Overview of the Problem, Vol 1. (OHD) 75-30073.
c. The Roles and Responsibilities of Professionals (OHD) 77-30074.
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